

Schedule 36-5

HISTORICAL SOCIETY HISTORIC PRESERVATION DIVISION

July 8, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE
	36-5
	AGENCY, BOARD OR COMMISSION
	HISTORICAL SOCIETY
	DIVISION, BUREAU OR OTHER UNIT
	HISTORIC PRESERVATION DIVISION
Supersedes Edition of June 30, 1992	

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

DATE

Tammy A. Schuff
Deputy Director

6/29/05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE

Andrea I. Faltz

STATE ARCHIVIST

June 24, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE

Jim D. Hall
STATE RECORDS ADMINISTRATOR

7/8/05

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 36-5 – HISTORICAL SOCIETY – PRESERVATION DIVISION

36-5-1 ACQUISITION AND DEVELOPMENT GRANT RECORDS

Includes required federal forms concerning the Historic Preservation Fund matching grants and architectural documents for restoration and rehabilitation projects on National Register properties.

ARCHITECTURAL TREATMENT DATA: Retain permanently.

GRANT RECORDS COVERED BY A COVENANT OR LETTER OF AGREEMENT:

Dispose of after expiration of covenant or letter of agreement, provided audit has been completed.¹

ALL OTHERS: Dispose of 5 years after completion of grant, provided audit has been completed.¹

36-5-2 FISCAL RECORDS, STATE MATCHING FUNDS

Includes requisitions, vouchers, invoices, warrants, and other fiscal documents relating to the expenditure of state and federal funds subject to federal audit.

Dispose of 5 years after completion of grant, provided audit has been completed.¹

36-5-3 HISTORIC PRESERVATION CERTIFICATION APPLICATIONS

Includes required federal forms concerning tax incentives for preservation projects, and architectural documents for restoration and rehabilitation projects on National Register properties.

SUBMITTED APPLICATIONS: Dispose of after review and evaluation.

ARCHITECTURAL TREATMENT DATA: Retain permanently.

36-5-4 HISTORIC PRESERVATION PLANNING DOCUMENTS

Includes Historical and Prehistoric Context Reports, Operation and Management Plans, and Annual Plans.

Transfer 2 copies to the State Archives for permanent retention, dispose of others as they are updated.

36-5-5 HISTORIC PRESERVATION REFERENCE LIBRARY

Consists of published and unpublished materials on historic preservation, architecture, history, engineering, culture and archeology; including books, journals, articles (in vertical files), and survey reports.

Retain permanently.

36-5-6 NATIONAL REGISTER NOMINATION FORMS

Narrative and legal data concerning description, significance, locations and other required information on properties listed in the National Register of Historic Places, including notification letters and official listing.

Retain permanently.

36-5-7 NEBRASKA ARCHEOLOGICAL SURVEY FILES

Data files on sites including typically survey and inventory forms, photographic records, field notes, etc.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

36-5-8 NEBRASKA HISTORIC BUILDINGS SURVEY CARDS

Includes control data on all properties included in the survey.

Retain permanently.

36-5-9 NEBRASKA HISTORIC BUILDINGS SURVEY FILES

Data files on individual properties including typically survey forms, deed records, street directory data, census and tax data, biographical, historical and cultural information, photographs, bibliography, field notes, copies of miscellaneous records, and manuscript materials. Review periodically to dispose of redundant materials and/or copies of materials already in NSHS repositories.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

**36-5-10 NEBRASKA HISTORICAL BUILDINGS SURVEY
PHOTOGRAPHIC NEGATIVES**

Original and copy of first generation documents on properties cataloged and stored in three series of working files. Primary source for **PHOTOGRAPHS (see item #36-5-11)**.

Retain permanently.

36-5-11 NEBRASKA HISTORIC BUILDINGS SURVEY PHOTOGRAPHS

Photographic documentation on properties as both color and black-and-white transparencies, and black-and-white prints.

Review periodically for disposal of redundant materials and/or polluted prints; retain all externally generated photographs permanently.

36-5-12 REVIEW AND COMPLIANCE DOCUMENTS

Relate to federally required review of projects involving federal funding, licensing or regulation, and the effects of those projects on properties eligible for or included on the National Register of Historic Places.

Dispose of after 10 years.

ELIGIBILITY DETERMINATIONS: Routinely cross-filed to appropriate survey files (36-5-9) for permanent retention.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet